



2019-SVQ-R1-FGII-012913

**FG II - Service Support Agent - Site Management
Infrastructure Assistant**

<p>Position for:</p> <p>FG II - Service Support Agent - Site Management Infrastructure Assistant</p>	<p>As the science and knowledge service of the Commission, the mission of DG Joint Research Centre is to support EU policies with independent evidence throughout the whole policy cycle. The JRC is located in 5 Member States (Belgium, Germany, Italy, the Netherlands and Spain). Further information is available at: https://ec.europa.eu/jrc/en</p> <p>The Unit Support Services Seville (JRC.R.1) is responsible for the management of support functions and the infrastructure at the Seville site.</p> <p>Main tasks of the selected candidate:</p> <ul style="list-style-type: none"> - Providing technical and administrative support to the logistics operations process including reception desk, delivery services. - Providing technical support for videoconferences and meetings. - Providing assistance to the Local Security Officer. <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> - Minimum 2 years of experience in the field of logistics. - B2 level of written and spoken English and Spanish.
<p>Directorate Unit</p>	<p>Support Services (JRC.R) Support Services Seville (JRC.R.1)</p>
<p>Indicative duration</p>	<p>36 months initial contract with possible renewals up to maximum 6 years.</p>
<p>JRC Site Country</p>	<p>Seville Spain</p>
<p>Rules and eligibility</p>	<p>The candidate must be on a valid EPSO reserve list for Function Group II contract staff.</p> <p>If you are not in any valid EPSO reserve list for Function Group II contract staff, you can still apply by following these steps.</p> <p>You express your interest by applying to the CAST Permanent.</p> <p>CAST Permanent - EPSO has launched in January 2017 an open-ended selection procedure to create a pool of candidates from which the institutions, bodies, offices and agencies of the European Union (EU) can recruit contract agents. Details available at the link below: https://epso.europa.eu/documents/2240_en</p> <p>Only then you can apply for this specific position, through http://recruitment.jrc.ec.europa.eu/?type=AX</p>

Auxiliary contract staff: <https://ec.europa.eu/jrc/en/working-with-us/jobs/temporary-positions/contract-staff-members>

Article 3b of the Conditions of Employment of Other Servants of the European Union applies: the actual period of employment within the Commission under this type of contract, including any period under renewal, shall not exceed 6 years.

Please note that in case a high number of applications is received only shortlisted candidates will be contacted.